

THE REVIEW AND REVISION OF BID PROCEDURES AND THE PURCHASE AND USE OF REUSABLE, REFILLABLE, REPAIRABLE, MORE DURABLE AND LESS TOXIC SUPPLIES AND PRODUCTS DEPARTMENT OF ADMINISTRATION

The Department of Administration continues to promote the purchase and use of reusable, refillable, repairable, more durable, and less toxic supplies and products. As the Department progresses, more of these products are being added to statewide term contracts, agency specific term contracts, as well as awarded through open market bids.

Efforts Taken To Comply With the Session Laws 1993 {G.S. 130A-309.14(al)}

Presently, the bids advertised in the Division of Purchase and Contract contain a Recycling and Source Reduction paragraph in item #10 of Instructions to Bidders. When developing bid invitation language, requirements and specifications, purchasers are continuing to look at alternative methods and products, if such products result in waste reduction and their procurement is both practicable and cost-effective. More specifically, the Division of Purchase and Contract has taken the following steps:

NC E-Procurement @Your Service

NC E-Procurement @ Your Service is a user-friendly, Internet-based purchasing system that offers electronic purchase order processing and enhanced administrative functions to buyers and vendors, resulting in operational efficiencies and cost savings. In the first two full years of operation, the State has used NC E-Procurement to achieve cost savings of \$127 million as a result of decreased prices of items purchased by the State.

The program's goals and objectives reflect the State's "One North Carolina" vision outlined by Governor Michael Easley, as well as that of the sponsoring agencies -- the Department of Administration's Division of Purchase & Contract, the Office of the State Controller, and the Office of Information Technology Services' Statewide Information Technology Procurement Office. As of February 2005, the enterprise-wide system has over 10,000 users from more than 220 entities across the state including State agencies, community colleges, local K-12 schools, and local governments.

Another way that E-Procurement has made the interactions between government and business more intuitive is to create an on-line marketplace for informal bidding; this marketplace is known as eQuote. eQuote allows users to submit electronic requests for quotes to vendors, replacing cumbersome manual quoting processes involving phone, fax, or U.S. mail. Vendors respond with their quotes on-line and buyers view the auto-tabulated quotes, award the contract, and submit the purchase order.

Through eQuote, buyers have reported savings averaging 23%. These savings have been achieved through the increased competition that results from using the on-line quoting tool. Vendors have also appreciated receiving eQuotes -- especially the consistent format and straightforward navigation of the on-line tool.

FY 2003-2004 SOLID WASTE MANAGEMENT ANNUAL REPORT

The NC E-Procurement @ Your Service system has achieved the following process efficiencies for the State:

- Consolidated numerous purchasing systems into a single enterprise procurement system enabling the state to gather significant purchasing information, evaluate purchasing patterns, and negotiate better prices with its vendors.
- Streamlined and standardized the current procurement processes, allowing for decreased cycle times and increased process efficiencies.
- Enabled the consistent application of both statewide purchasing policies and agency-specific business rules.
- Automated approval workflows. For term contract purchases under predetermined dollar thresholds, the workflow feature can reduce the number of approvers and lessen the impact on purchasing agents, allowing these agents to spend time on more value-added activities.
- Provided product-specific electronic catalogs containing items on statewide term contract. Electronic catalogs increase compliance with state contracts, improve the accuracy of issued purchase orders, and reduce the data entry of end users.
- Automated and standardized the informal quote process. Our electronic quoting process replaced calling, mailing, or faxing vendors; and reduced prices by increasing vendor competition through greater vendor participation.

Environmental Benefits

In addition to the efficiencies mentioned above, [NC E-Procurement @ Your Service](#) also contributes to improving the environment. The following are just a few of the benefits:

- Reduction in paper and mailing expenses incurred during non-electronic business transactions
- Cost reduction to vendor by printing fewer catalogs
- Elimination of many other vendor expenses associated with non-electronic business transactions
- Recycled items are easily identified within the application.

IPS (Interactive Purchasing System) & Vendor Link NC

The Division of Purchase and Contract continues to promote opportunities for vendors to do business with the state through electronic advertisement of Goods, Services and Design/Construction posting in IPS. The entities using this system consist of State Departments, Institutions, Universities, Community Colleges, Public Schools, Cities, Towns and Counties.

Vendor Link allows vendors to register to receive electronic notification of advertised bids. Vendor Link had 16,493 registered vendors June 30, 2004. The system continues to grow with addition of users increasing from 100 Entities with 324 users, July 1, 2003, to 112 Entities with 361 users, June 30, 2004.

OPEN MARKET AWARDS

Office Panel Systems-It is standard procedure to incorporate refurbished language in the bid document for refurbished panel systems.

Food Product Packaging- Wooden pallets that cases of food are shipped on are exchanged. Also, all of the cardboard cases are recyclable.

Food serving equipment purchased made from stainless steel that is more durable and can be recycled at end of use

543 bids were awarded last calendar year that support sustainability.

STATEWIDE TERM CONTRACTS

As existing term contracts are re-bid and new term contracts are developed, the Division of Purchase and Contract continues to improve the contracts by offering a wider range of sustainable or environmentally friendly products. These term contracts are listed below.

Batteries, Storage 060B

Batteries are exchanged as a core and picked up by the vendor. Battery casings are made from recycled material (96%).

Oil Filters, 060c

Allows for multipacking, which reduces the number of individual boxes for the filters. This helps reduce trash that would otherwise be generated.

Domestic Appliances, 045a

All refrigerators, washers and dishwashers are "Energy Star" qualified. This is a fairly stringent measurement of energy efficiency, which is monitored by the Department of Energy. The payoff is a more efficient appliance, which use less energy over the lifetime of the product.

Industrial, Medical and Specialty Gases 430A

Are delivered statewide in reusable cylinders and are exchanged when replacement cylinders are needed.

Office Paper, 645a

Contains both 100% and 50% post consumer and chlorine free copy paper. In addition, Section 9A is Virgin paper and the balance of the contract is recycled paper and envelopes.

Remanufactured Toner Cartridges, 207a

Refillable and avoid being added to the waste stream.

Storage Batteries, 060b

Casings are made from recycled material (80% to 82%).

Lateral Filing Cabinets, 425f

Cabinets contain 5% recycled content. Corrugated boxes have a minimum of 50% post consumer waste and are recyclable. Contractor will purchase back files at end of their use.

Vertical Filing Cabinets, 425g

Classes B and C cabinets have 10% recycled content. Corrugated cardboard boxes contain 50% post consumer waste and are 100% recyclable after use. Class A cabinets contain 29% recycled content, 3% post-consumer recycled content and are 96% recyclable after use.

Wood Library Furniture, 420d

Contractors support sustainability through different practices, although the end product does not contain recycled content but is made from a renewable source. Packaging is recycled, and recyclable; wood scraps are turned into mulch; blanket wrapping is used for shipping and wood is recycled to make particleboard. Solid wood furniture is also more durable.

Ammunition, 680a

Brass shell casings can be saved and recycled and others can be reloaded.

External Defibrillators, 465b

Packaging material can be recycled and the defibrillators can be refurbished. This contract is a co-op contract with the State of South Carolina

Musical Instruments, 580b

All items with the exception of rivets can be recycled at the end of use. Instruments can be traded-in to be reconditioned and one company donates trade-ins to the Links Program for the needy. Corrugated containers are 100% recyclable.

Calculators, 600a

Packaging material may be recycled.

Carpet, 360a

Contains carpets with recycled contents. All carpet that is removed per this contract will be recycled or non-land filled.

Cleaning Implements, 485G

Some products contain 60% post consumer recycled content, packaging contains 20% post consumer recycled content. Cotton mops are made of cotton waste. Wooden handles can be re-used as dowels, gardening stakes and banner holders. Shipping cartons are recycled and recyclable. 45% broom material is biodegradable.

Large & Specialty Lamps, 285a

Encourages the use of energy efficient fluorescent lamps and lists products that meet or exceed FEMP recommendations. A link is provided to FEMP that illustrates ROI for retrofitting with more energy efficient lamps and ballasts. Some of the lamps contain 65% recycled content. Some of the packaging contains 73% recycled content. Some of the lamps are low mercury (TCLP compliant), non-hazardous.

Ballasts, 285b

Encourages the use of energy efficient fluorescent lamps and lists products that meet or exceed FEMP recommendations. A link is provided to FEMP that illustrates ROI for retrofitting with more energy efficient lamps and ballasts. Ballasts contain no PCB's and can be disposed of in the trash. Reduced form factor to minimize packaging.

Material Handling Carts/Trucks, 560a

Very few products are made from virgin steel. Products are not shipped in cartons.

Dictation/Transcription Equipment, 600c

Vendors use recycled items (approx. 10%) and are ISO 9000 compliant. Packaging contains from 60%-100% recycled content.

Laminators & Laminating Film, 665a

Some of the film contains 5% post consumer content. Packaging contains 25%-80% post consumer content.

Bio-Diesel Fuel, 405L

B20 blended fuel contains 80% diesel fuel and 20% virgin soy or reprocessed vegetable oil.

Cameras, Digital & Film, 655A

The metal bodies of the cameras can be salvaged and reused. The plastic bodies and parts can be recycled as well. All packaging materials can be recycled.

Gasohol, 405M

E-10 blended fuel contains 90% unleaded gasoline and 10% ethanol.

Passenger Cars, 070A; Law Enforcement Vehicles, 070B; Trucks/Vans/Utility Vehicles, 070G

Bids included an AFV (alternate fuel vehicle) category for each line item. Three bid lines dedicated solely to AFV. According to the Steel Recycling Institute, 67.7% of a vehicle is steel or iron. Of that steel or iron, 26.6% is post consumer material. Therefore, 18% of a vehicle is made from post consumer recycled material.

Wiping Cloths, 735A

All items are second-hand textiles. Also offer reclaimed wiping cloths as well as new cloths. Vendors resell waste instead of sending to landfills. Vendors use low alkaline content wastewater. All recycled textile rags can be sold to make paper products. All rags can be re-laundered.

Furniture, Desks (Wood), Credenzas, Conference Tables, Etc. – 425B

Contractors support sustainability through different practices, Mechanical parts can be recycled or replaced – extending service of item. Packaging is recycled, and recyclable. Products may be ground up into particleboard.

Office Supplies 615A

Contractors are required to the extent feasible and practical, to offer as many recycled products, including packaging, as possible, especially those having post-consumer waste content. Wherever possible and practical, such products should be identified as such.

Chalkboards, Tack boards and Erasers – 785A

The packaging for these products have recycled content.

Items Aiding Waste Reduction Purchased By State Agencies through Term Contracts and Open Market

The following items purchased by State agencies meet the criteria for aiding waste reduction by being reusable, refillable, repairable, more durable, and/or less toxic than their traditional counterparts:

Reusable

Ammunition, Cartridge Refills
Digital Cameras (reduces need for film and chemicals)
Freon Recovery System (filters reusable)
Musical Instruments
Plastic Tableware
Re-chargeable Drycell Batteries
Recycled Carpet and Virgin Carpet
Recycled Paper
Recycled Content Furniture (not traditional wood)
Remanufactured Toner Cartridges for Laser Printers
Solvent Degreaser (reuses solvent)
Tire Recapping & Repairing Service
Uniforms
Vacuum Bags
Wiping Cloths

Refillable

Ammunition, Cartridge Refills
Batteries, Vehicle & Storage
Calendars
Drums, Steel
Fire Extinguishers
Mechanical Pencils
Pens

Repairable

Defibrillators
Musical Instruments
Pencil Sharpeners
Tire Recapping & Repairing Service

More Durable

Above-Ground Vaulted Fuel Storage Tanks
Classroom Furniture
Electronic Lamps & Ballast
Electronic Vacuum Cleaners
Flags
Grader Blades
Grader Slope Attachment
Kindergarten Furniture
Paint Brushes
Plastic Lumber
Plastic Tableware
Rubber Bands
Staplers
Vertical File Cabinets
Wood Casegoods
Wood library furniture

Less Toxic

Alternative Fuel Vehicles
Correction Fluid
Electronic Lamps & Ballasts
Fertilizers/Farm Chemicals
Floor Maintenance Machine Batteries
Inks for printing (using non-petroleum-based inks)
Instructional Art Materials
Markers
Scientific Products (eliminating Freon)

Longer Lasting

Floor Maintenance Machine Batteries
Library Furniture
Pens

FY 2003-2004 SOLID WASTE MANAGEMENT ANNUAL REPORT

Recyclable

Pens
Carpet
Mops & Brooms
Vehicle Steel & Tires
Vertical Filing Cabinets
Wiping Cloths
Wood Casegoods
Wood Library Furniture

Washable

HVAC Filters
Wiping Cloths

Used

Automobiles and trucks